



Disaster Recovery Program

Phyllis Foulds
DRGR Reporting Manager
Texas General Land Office

DR Grant Closeouts:

▶ Purpose

- Document completion of grant
- Report expended/unutilized funds
- Document accomplishments of grant
- Authorize GLO to process final eligible payments

▶ Documentation

- Project Completion Report
- Supporting Documentation



Project Completion Report – Part I. General Reports:

▶ Cumulative Data

- Includes all Activities in the grant
- Cumulative Beneficiary Data
- Cumulative Expenditure Data



Project Completion Report – Part II. Performance Report:

- ▶ **Report Data on each activity – individually & within the grant**
- Description of Activity needs to fully identify the project:
 - Include Project Title/location
 - Use HUD defined Performance Measures
 - Linear Feet of Improvements
 - Number of Public Facilities
 - Number of Properties
 - Housing Measures – as applicable



Project Completion Report

Part III. Beneficiary Detail Report:

- ▶ **Report Data on each activity – individually – within the grant**
 - **Activity Description** – needs to adequately identify the specific project – may include location or other reference to distinguish from other projects within the grant.
 - **Demographic Data** – is specific to the individual project.



Project Completion Report

Part IV. Final Financial Interest:

- ▶ **Record data on all local contracts valued at or above \$2,000**
 - Contracts with no subcontractors (Prime only)
 - Contracts with Prime and Subcontractors
- ▶ **Reported data must match Financial Interest Reports previously submitted**
 - Modified or corrected FIRs must be submitted to match the Closeout data before the grant can be closed.



Submission and Acceptance of Closeouts:

▶ Due Date

- Grant Closeouts are due 60 days after completion of all projects with grant funding.

▶ GLO Review

- Incomplete or Seriously Deficient reports – returned
- Minor deficiencies – GLO will work with Grantee/GA

▶ GLO Acceptance

- GLO will issue an Administratively Closed letter to the Grantee once complete/accurate closeouts are received.
- Minor deficiencies – GLO will work with Grantee/GA



Retention of Closeouts and Grant Files:

Local Records must be retained for the greatest of these 3 periods–

- ▶ Three (3) years following the close of the Grant Program by HUD; or
- ▶ Period required by other applicable laws and regulations (24CFR 570.487 and 570.488) ; or
- ▶ Date GLO notifies grantee or subrecipient that pending audit issues have been resolved.





Thank You Q & A

Phyllis Foulds
866.206.1084
www.glo.texas.gov

Texas General Land Office